

APPENDIX C

TRAINING AND CERTIFICATION

References

OPNAVINST 5100.23 series. *Navy Occupational Safety and Health Program Manual.*

OPNAVINST 5100.19 series. *Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat.*

BUMEDINST 6320.66 A. *Credentials Review and Privileging Program.* 9 Sep 91.

NAVMEDCOMINST 1500.2. *Resuscitation Training.* 16 Dec 87.

Occupational Safety and Health Training for Employees

Training programs designed to provide employees with information on occupational health (OH) hazards and appropriate control measures are essential elements of the Navy Occupational Safety and Health (NAVOSH) Program. While training in these programs is usually the responsibility of the Safety Office, maximum effectiveness will be attained if an OH Department representative is available to explain adverse health effects associated with exposure to occupational hazards, medical surveillance procedures, and first aid measures.

OPNAVINST 5100.23 series requires training programs in all commands with employees on specific programs. Records must be maintained for five years to indicate the training provided, names of attendees and date of training. The training should also be recorded in the employee personnel folder.

Credentialing of Professional Occupational Health Personnel

Physicians, nurse practitioners, audiologists and physicians' assistants providing health care must be credentialed in accordance with OPNAVINST 6320.4A. Credentialing is the process whereby the commander of the medical or dental treatment facility, or unit with medical or dental treatment capability, upon recommendations from the credentials committee, grants to individual health care providers the privilege and responsibility of providing medical or dental care within the treatment facility. Temporary clinical privileges are granted to health care providers after verification of credentials and while current clinical competence is assessed. Defined clinical privileges are granted to health care providers after thorough review of their credentials and demonstrated competence. These are granted for a period of no more than two years. The process of renewing clinical privileges follows the same procedures used for granting initial privileges.

Certification/Licensing

Physicians and nurses are responsible for maintaining current state medical or nursing licenses. They must be provided the opportunity to attend conferences and courses in order to meet continuing medical education requirements for state licensure, and to acquire and maintain certification in their specialties.

Certification is a voluntary mechanism for validating a professional's knowledge in a specialized field. Occupational health nurses and occupational medicine physicians can demonstrate proficiency in the specialty by obtaining certification. Certification confirms that the nurse or physician has met standards for experience, education and knowledge.

1. **Occupational Health Nurses.** The sole certifying agency for occupational health nurses is the American Board for Occupational Health Nurses, Inc. (ABOHN). ABOHN is a member of the American Board of Nursing Specialties. Further information is available from:

American Board for Occupational Health Nurses, Inc.
201 East Ogden
Suite 114
Hinsdale, IL 60521-3652
Telephone (708) 789-5799

2. **Occupational Medicine Physicians.** The sole certifying agency for occupational medicine physicians is the American Board of Preventive Medicine Inc. ABPM is a member of the American Board of Medical Specialties. Further information is available from:

American Board of Preventive Medicine Inc.
9950 West Lawrence Avenue, Suite 106
Schiller Park, IL 60176
Telephone (708) 671-1750

Training and Certification of Other Occupational Health Personnel

The U.S. Navy and the Occupational Safety and Health Administration (OSHA) require professional and paraprofessional personnel performing specific elements of the medical surveillance examinations to receive training and/or certification in those particular occupational health programs and/or in the operation of specific equipment.

1. **Hearing Conservation Program.** All personnel performing audiometric testing for the Hearing Conservation Program are required to attend and successfully complete a Navy approved Audiometric Certification Course and recertify every three years.

Personnel who conduct Navy sponsored courses in occupational hearing conservation (audiologists, physicians, nurses, industrial hygienists, safety professionals and others) must be certified as

course directors by the Council for Accreditation in Occupational Hearing Conservation (CAOHC) and be approved by the Navy Environmental Health Center. They must be provided the opportunity to attend conferences and courses in order to obtain or recertify their credentials every 5 years.

2. **Pulmonary Function Testing.** All personnel performing pulmonary function testing for medical surveillance programs are required to complete successfully a National Institute of Occupational Safety and Health (NIOSH) approved course on spirometry. A Navy-sponsored NIOSH approved course is recommended but is not required.

Personnel who conduct Navy-sponsored courses in pulmonary function testing must have the NIOSH approval to conduct such courses.

3. **Sight Screening.** All personnel performing sight screening examinations should be trained by qualified technicians on the elements of the Sight Conservation Program and the use of the screening equipment.

4. **Basic Life Support.** NAVMEDCOMINST 1500.2 requires training in Basic Life Support for all Medical Department personnel assigned to, or subject to being assigned to, duties providing direct therapeutic or diagnostic health care.

Annual Training Plans

Each Occupational Health staff member is encouraged to develop an annual training plan in order to meet the minimum health training requirements required by OPNAVINST 5100.23 series. While a training plan is not a requirement, it provides an excellent method for tracking the training needs of each staff member and facilitates budget submissions. Each individual training plan should specify type, justification, cost, source and priority of training.

Training Commands

Chief of Naval Education and Training (CNET). CNET is an echelon 2 command under the Chief of Naval Operations. Its activities include the following:

1. Establishes policy and guidelines for training, projects training needs, and plans resource allocation.
2. Develops personnel qualification standards, and inservice training policies and procedures.
3. Manages the Navy's voluntary education program, and officer and enlisted career development education and training programs.

Naval Occupational Safety & Health, and Environmental Training Center (NAVOSHENVTRACEN). NAVOSHENVTRACEN, originally the Safety

School, is an Echelon III command reporting directly to CNET. It provides training on occupational safety and health, hazardous materials and environmental protection. Classes are conducted worldwide for military and civilian personnel at major home ports and overseas activities.

Course descriptions and prerequisites may be found in the current CNETNOTE 5100, the Catalog of Navy Training courses (CANTRAC), and the NAVEDTRA 10500 available in CD-ROM format. A program supports professional development training for occupational safety and health professionals (military or civilian) when Navy sponsored classes cannot be provided. Under this program, NAVOSHENVTRACEN advances tuition/registration fees for selected courses which are listed in "NAVOSH Training: NAVOSH Registration Fee Advance Program", published by the command.

Resources for Continuing Education

The Navy Environmental Health Center offers or coordinates the following Navy courses:

1. NIOSH Approved Course in Spirometry
2. Navy Hearing Conservation Course
3. Workplace Monitor Course
4. Annual Navy Occupational Health and Preventive Medicine Workshop

The American Occupational Health Conference is held annually. Information can be obtained from the following:

American College of Occupational and Environmental Medicine
55 West Seegers Road
Arlington Heights, IL 60005

American Association of Occupational Health Nurses
50 Lenox Pointe
Atlanta, GA 30324-3176

"Educational Resource Centers" is a catalog published by the National Institute for Occupational Safety and Health (NIOSH) which lists courses offered by NIOSH and different universities. It is available from:

National Institute for Occupational Safety and Health
Division of Training and Manpower Development
46676 Columbia Parkway
Cincinnati, OH 45226

Audiovisual Aids

Navy Visual Information (VI) Programs. The following Navy VI libraries lend films on different subject, including safety and health-related subjects:

1. Base VI libraries - located at Naval bases. They provide over-the-counter loans to installation tenant activities only.
2. General audiovisual libraries - provide over-the-counter loans to local area fleet and shore activities and mail loans to Navy activities worldwide. They are supported by an Inventory Control Point (ICP) at Tobyhanna Army Depot, Tobyhanna, PA. For loan of Navy VI productions that are not available from a local base VI library:

a. Navy requesters east of the Mississippi River, and in the North and South Atlantic areas, Europe, Middle East, Africa, Central and South America shall forward requests to:

Dir/NETPMSA Unit-Norfolk
9770 Decatur Ave/Suite 250
Norfolk, VA 23511-1468
DSN 564-4011/1468: Commercial (804) 444-4011/468

b. Navy requesters west of the Mississippi River and in the Pacific, Far East, South Asia and the Indian Ocean areas shall forward requests to:

Dir/NETPMSA VI Unit - San Diego
921 W Broadway
San Diego, CA 92132-5105
DSN 522-1359/1360/1361;
Commercial (619) 532-1359/1360/1361